



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

September 15, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**PUBLIC LIBRARY: APPROVE AMENDMENT NO. 1 TO LEASE NO. 73694  
APPROVE CAPITAL PROJECT AND RELATED APPROPRIATION ADJUSTMENT  
FOR THE CANYON COUNTRY JO ANNE DARCY LIBRARY EXPANSION PROJECT  
CAPITAL PROJECT NO. 87068  
(FIFTH DISTRICT) (3 VOTES)**

### **SUBJECT**

The recommended actions will authorize the Department of Public Library to exercise its lease option for additional office space and proceed with the expansion and refurbishment of the Canyon Country Jo Anne Darcy Library.

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that Amendment No. 1 to Lease No. 73694 and the Canyon Country Jo Anne Darcy Library Expansion Project are exempt from the provisions of California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301 because the Amendment involves the leasing of an existing facility and involves interior alterations of the building involving negligible expansion of an existing use.
2. Approve and instruct the Chief Executive Officer to exercise the option to lease an additional 4,500 of rentable square feet and ten additional parking spaces in the property located at 18601 Soledad Canyon Road, Santa Clarita, CA 91351, under the same terms and conditions and rental rate contained in Lease No. 73694 with the City of Santa Clarita.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only***

3. Approve and instruct the Chairman to sign Amendment No. 1 to Lease No. 73694 to revise the description of the leased property, and to add an indemnification provision related to any non-compliance or alleged non-compliance of the exterior portion of the leased property with the requirements of American with Disabilities Act (ADA). The lease amendment will be effective upon the Board of Supervisors' approval.
4. Approve the expansion of the Canyon Country Jo Anne Darcy Library at a total cost of \$2,460,000, which includes funding for refurbishment work (\$1,902,000), and the acquisition of furniture, small equipment and library materials (\$558,000).
5. Establish and approve the Canyon Country Library Refurbishment Project, Capital Project No. 87068, for the library refurbishment at a total budget of \$1,902,000.
6. Approve the appropriation adjustment transferring \$2,460,000 from the Public Library's Developer Fee Planning Area 1 budget (Fund BM1), to the Canyon Country Library Refurbishment Project (Capital Project No. 87068) in the amount of \$1,902,000, and to the Public Library's operating budget (Fund B06) in the amount of \$558,000 for the acquisition of furniture, small equipment and library materials.
7. Authorize the Public Library and the Internal Services Department to proceed with the Canyon Country Jo Anne Darcy Library Expansion project.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow the Department of Public Library to exercise its lease option for additional office space to provide expanded services at the Canyon Country Jo Anne Darcy Library (Canyon Country Library) for the residents of the City of Santa Clarita (City) and nearby unincorporated areas.

#### **Lease Option**

The Canyon Country Library is located at 18601 Soledad Canyon Road, in the City of Santa Clarita. The Library moved into 12,500 square feet of a 17,000 square feet City owned building in November 2001 under a twenty-year gratis lease with the City. The remaining rentable building space of 4,500 square feet was leased by the City to the College of the Canyons.

The College of the Canyons vacated their portion of the building in 2007. Under the terms and conditions of the County's lease with the City, the County has the option to lease the remaining rentable square feet in the subject building for use by the Public Library on the same terms and at no additional rent.

On August 5, 2008, the Public Library notified the City in writing of the County's intent to exercise its option to lease the additional 4,500 square feet and ten additional parking spaces for the purpose of expanding the Canyon Country Library. Upon your Board's approval, the Chief Executive Office will formally exercise the option, pursuant to the authority granted to the Chief Executive Officer in the Lease.

#### Canyon Country Library Expansion Project

The expansion of the Canyon Country Library will involve refurbishment of the newly leased 4,500 square feet office space and the acquisition of furniture, small equipment and library materials.

The scope of work for the Canyon Country Library Refurbishment Project (C.P. 87068) includes architectural and engineering design, removal of the wall that separates the two spaces and related demolition of the space formerly occupied by the college, installation of new ceiling tile and grid, carpeting, paint, lighting and ductwork, modifications to the Young Adult area and the addition of two group study rooms, installation of new voice/data and electrical outlets, installation of an audio-visual system for the community meeting room, relocation and upgrade of electrical service panel, civic arts, and ADA upgrades including replacement of entry doors with new automatic ADA compliant doors, upgrade of restrooms as needed, and installation of ADA signage.

The acquisition and installation of furniture and small equipment will include, but not limited to, a circulation desk, library and computer furniture, shelving, computer workstations, self-serve equipment, and signage.

The City will certify that the exterior portion, which includes the sidewalks around the building, the patio area, and the parking spaces designated for Public Library use, meets all ADA legal requirements. The indemnification provision added by Amendment No. 1 to the Lease will make the City responsible for any ADA claims related to the exterior premises, while the County has responsibility for the interior.

The refurbishment project (C.P. 87068) will be completed by Internal Services Department (ISD) utilizing a combination of Job Order Contracts (JOC) and in-house crafts. In-house crafts will perform maintenance-related work such as replacing ceiling

tile, carpeting, paint, lighting, interior doors and ductwork. In addition, in-house crafts will remove the wall that separates the two spaces and perform related demolition of the space formerly occupied by the college. JOC will make modifications to the Young Adult area and add two group study rooms, install new voice/data and electrical outlets, and relocate and upgrade the electrical service panel.

In-house crafts will perform portions of the ADA barrier removal work such as replacement of existing fixtures with ADA compliant fixtures and installation of ADA signage. JOC will replace the library entry doors with new automatic ADA compliant doors.

The City will be responsible for maintaining all building construction and infrastructure systems for the new space at the same level as was provided for the original space. The County will be responsible for any necessary interior modifications to the space and other tenant improvements.

#### **Sustainable Design Program**

The proposed expansion of the Canyon Country Library will support your Board's Policy for Green Building/Sustainable Design Program to the extent feasible by using building materials that are composed of recycled materials; by replacing and/or upgrading the mechanical and electrical systems to optimize energy efficiency; and by reducing the amount of demolition materials that would be disposed in landfills.

#### **Implementation of Strategic Plan Goals**

Approval of the recommended actions is consistent with the County's Strategic Plan Goals of Operational Effectiveness (Goal 1), Children, Family, and Adult Well-Being (Goal 2) and Community and Municipal Services (Goal 3) by investing in public infrastructure that will enhance cultural, recreational and lifelong learning opportunities for County residents.

#### **FISCAL IMPACT/FINANCING**

The total refurbishment cost estimate for Canyon Country Library Refurbishment Project (Capital Project No. 87068) is \$1,902,000. The estimate includes construction, civic art and County services.

The total cost of the Canyon Country Library expansion is \$2,460,000 and is fully funded by developer fee revenues currently deposited in the Public Library's Developer

Fee Planning Area 1 budget (Fund BM1). Of the total amount deposited in the fund, \$2,460,000 is available for library improvements at the Canyon Country Library.

The attached appropriation adjustment (Attachment B) will transfer \$2,460,000 from the Public Library's Developer Fee Planning Area 1 budget (Fund BM1, 55381), to the Capital Projects Budget in the amount of \$1,902,000 to fund Capital Project No. 87068, and to the Public Library's operating budget (Fund B06), Services and Supplies account, in the amount of \$558,000 for the acquisition of furniture, small equipment and library materials. Upon your Board's approval, sufficient appropriation in the amount \$1,902,000 will be available in the Fiscal Year 2009-10 Capital Project/Refurbishment Budget (C.P. 87068) and \$558,000 in Public Library's operating budget to fully fund the expansion of the Canyon Country Library.

The Project Schedule and Budget Summary for the Canyon Country Library Refurbishment Project (C.P. 87068) are detailed in Attachment A.

#### **Operating Budget Impact**

Lease Amendment No. 1 reflects the following changes and terms:

| 18601 SOLEDAD<br>CANYON ROAD,<br>SANTA CLARITA | EXISTING LEASE | AMENDMENT NO. 1 | CHANGE  |
|--|----------------|-----------------|---------|
| Term (years)                                   | 20             | 20              | None    |
| Area (square feet)                             | 12,500         | 17,000          | + 4,500 |
| Parking Spaces                                 | 20             | 30              | + 10    |
| Annual Rent                                    | \$1.00         | \$1.00          | None    |

Since the annual rent will continue to be \$1.00, the minimal increase in the facility cost of the Canyon Country Library due to Amendment No. 1 is limited to utilities, insurance and interior building maintenance. These costs are funded in the Public Library's operating budget. No additional staffing will be required as a result of leasing the additional space.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On November 6, 2001, your Board approved a twenty-year lease with the City of Santa Clarita, No. 73694, for approximately 12,500 rentable square feet and 20 exclusive parking spaces for use by the Public Library at \$1.00 per year. The term of the lease is

for a period of twenty years with options to renew for two consecutive ten year terms, at the same terms, conditions and rental rate. The lease also contains an option, after five years, to lease the remaining 4,500 rentable square feet in the 17,000 square-foot facility, including 10 parking spaces.

Section 22.72.020 (A) of the County Code allows the use of library facilities mitigation fee revenues (developer fee revenues) for public library improvements.

Amendment No. 1 to Lease No. 73694 was approved as to form by County Counsel.

Consistent with your Board's Civic Art policy adopted on December 7, 2004, subsequently amended on November 18, 2008, the Canyon Country Library Refurbishment Project budget includes one percent of design and construction costs to be allocated to the Civic Art Fund.

#### **ENVIRONMENTAL DOCUMENTATION**

The Canyon Country Library Expansion Project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301 and Class 1 of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because the project involves interior alterations of the building involving negligible expansion of an existing use.

The Amendment No. 1 to Lease No. 73694 is categorically exempt from the provisions of CEQA pursuant to State CEQA Guidelines Sections 15301 and Class 1 of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because the Amendment involves the leasing of an existing facility involving negligible or no expansion of the existing use.

#### **CONTRACTING PROCESS**

This authority will allow ISD the ability to use the JOC process for the Canyon Country Library Expansion Project.

#### **IMPACT ON CURRENT SERVICES**

The Canyon Country Library will be closed for the minimum time necessary to complete the library expansion. Library services will be provided at nearby libraries located in the City of Santa Clarita during the closure period.

Honorable Board of Supervisors  
September 15, 2009  
Page 7

**CONCLUSION**

Please return an adopted copy of this Board letter to the Chief Executive Office (Capital Projects Division), and to the Public Library. In addition, please return to the Public Library two fully conformed copies of the Lease Amendment with original signatures.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:MDT:DL  
DJT:AC:zu

Attachments (3)

c: County Counsel  
Auditor-Controller  
Internal Services Department  
Public Library

## **ATTACHMENT A**

**PUBLIC LIBRARY: APPROVE AMENDMENT NO. 1 TO LEASE NO. 73694  
APPROVE CAPITAL PROJECT AND RELATED APPROPRIATION ADJUSTMENT  
FOR THE CANYON COUNTRY JO ANNE DARCY LIBRARY EXPANSION PROJECT  
CAPITAL PROJECT NO. 87068  
(FIFTH DISTRICT) (3 VOTES)**

### **I. PROJECT SCHEDULE**

| <b>Project Activity</b>             | <b>Scheduled Completion Date</b> |
|-------------------------------------|----------------------------------|
| Design                              | 11/1/09                          |
| Jurisdictional Approvals            | 12/15/09                         |
| Construction Start                  | 12/16/09                         |
| Construction Substantial Completion | 5/1/10                           |



## II PROJECT BUDGET SUMMARY

| Project Activity                            | Proposed Budget     |
|---|---------------------|
| Land Acquisition                            | \$ -                |
| Construction                                |                     |
| Low Bid construction Contract               | \$ -                |
| Job Order Contract                          | \$ 330,000          |
| Change Orders                               | \$ 156,000          |
| Departmental Crafts                         | \$ 820,000          |
| Youth Employment                            | -                   |
| Construction Consultants                    | -                   |
| Misc. Expense                               | -                   |
| Telecommunications & Audio-Visual Equipment | \$ 178,000          |
| Civic Arts                                  | \$ 19,000           |
| Subtotal                                    | \$ 1,503,000        |
| Programming/Development                     | \$ -                |
| Plans and Specifications                    | \$ 89,000           |
| Consultant Services                         |                     |
| Site Planning                               | \$ -                |
| Hazardous Materials                         | -                   |
| Geotech/Soils Report and Soils Testing      | -                   |
| Material Testing                            | -                   |
| Cost Estimating                             | -                   |
| Topographic Surveys                         | -                   |
| Construction Management                     | -                   |
| Construction Administration                 | -                   |
| Environmental                               | -                   |
| Move Management                             | -                   |
| Equipment Planning                          | -                   |
| Legal                                       | -                   |
| Construction/Change Order                   | -                   |
| Other:                                      | -                   |
| Subtotal                                    | \$ -                |
| Miscellaneous Expenditures                  | \$ -                |
| Jurisdictional Review/Plan Check/Permit     | \$ -                |
| County Services                             |                     |
| Code Compliance Inspection                  | -                   |
| Contract Compliance Inspection              | -                   |
| Design Review                               | -                   |
| Design Services                             | -                   |
| Contract Administration                     | -                   |
| Project Management                          | \$ 309,025          |
| Project Management Support Services         | -                   |
| ISD Job Order Contract Management           | -                   |
| DPW Job Order Contract Management           | -                   |
| ISD ITS Communications                      | -                   |
| Project Security                            | -                   |
| Project Technical Support                   | -                   |
| Office of Affirmative Action                | \$ 975              |
| County Counsel                              | -                   |
| Other:                                      | -                   |
| Sheriff Job Order Contract Management       | -                   |
| Subtotal                                    | \$ 310,000          |
| <b>TOTAL</b>                                | <b>\$ 1,902,000</b> |

PINK

76R 352M 11/83

BOARD OF  
SUPERVISORS  
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.  
No.

060

DEPARTMENT OF Chief Executive Office

2010

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2009-10

3 - VOTES

SOURCES

SEE ATTACHED DETAILS

USES

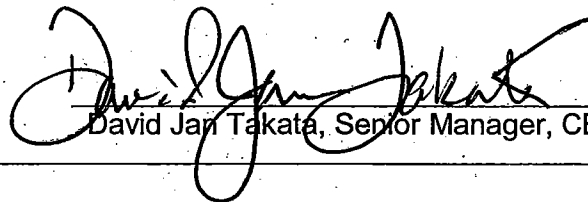
SEE ATTACHED DETAILS

SUMMARY TOTAL: \$4,920,000

SUMMARY TOTAL: \$4,920,000

JUSTIFICATION

Adjustment is necessary to increase the revenue and appropriation in order to fully fund the expansion of the Canyon Country Library.

  
David Jan Takata, Senior Manager, CEO

CHIEF EXECUTIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR -

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

AUDITOR-CONTROLLER BY

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

20

NO: 011

August 21 20 09

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

**PUBLIC LIBRARY: APPROVE AMENDMENT NO. 1 TO LEASE NO. 73694,  
APPROVE CAPITAL PROJECT, AND RELATED APPROPRIATION ADJUSTMENT  
FOR THE CANYON COUNTRY JO ANNE DARCY LIBRARY EXPANSION PROJECT  
CAPITAL PROJECT NO. 87068  
(FIFTH DISTRICT) (3 VOTES)**

**BUDGET ADJUSTMENT**

Financing Sources

Pub Lib Developer Fee Area #  
1  
BM1-PL-2000-55381  
Services and Supplies \$2,460,000  
Decrease Appropriation

Canyon Country Library Expansion Project  
A01-CP- 96-9919 -65044 –  
87068  
Operating Transfers In/CP \$1,902,000  
Increase Revenue

Public Library Operating  
Budget  
B06-PL-9911-41200  
Operating Transfers In \$558,000  
Increase Revenue

Total \$4,920,000

Financing Uses

Pub Lib Developer Fee Area  
# 1  
BM1-PL-6100-55381  
Other Financing Uses \$2,460,000  
Increase Appropriation

Canyon Country Library Expansion Project  
A01-CP- 6014 -65044 – 87068  
Buildings & Improvements \$1,902,000  
Increase Appropriation

Public Library Operating  
Budget  
B06-PL-2000-41200  
Services and Supplies \$558,000  
Increase Appropriation

\$4,920,000

- 1) To establish a new capital project account to fund the Canyon Country Library Expansion Project.
- 2) To transfer funds to Public Library's Operating Budget Services & Supplies appropriation to purchase furniture and small equipment for the Canyon Country Library.

*BA# 011 Karen Shikuma 8/21/09*

**AMENDMENT NO. 1 TO LEASE NO. 73694  
PUBLIC LIBRARY  
18601 SOLEDAD CANYON ROAD, SANTA CLARITA**

This Amendment No. 1 to Lease No. 73694 ("Amendment No.1") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by and between City of Santa Clarita, hereinafter referred to as ("Lessor"), and the County of Los Angeles, a body corporate and politic, hereinafter referred to as ("Lessee").

**RECITALS:**

**WHEREAS**, the Lessor and the Lessee entered into that certain Lease and Agreement known as Lease No 73694 (hereinafter referred to as the "Lease") dated November 6, 2001 for those certain premises located at 18601 Soledad Canyon Road, Santa Clarita, CA 91351 (hereinafter referred to as the "Premises"), comprising approximately 12,500 rentable square feet; and

**WHEREAS**, the Lease contained a provision allowing the Lessee to lease an additional 4,500 rentable square feet from the Lessor under the same terms conditions and rental rate contained in the Lease, subject to Lessee providing Lessor with a minimum of a one-year written notice (the "Notice") of Lessee's intention to exercise its option; and

**WHEREAS**, the Lessee has provided the Lessor with the Notice and Lessor hereby acknowledges receipt of the Notice and its timeliness; and

**WHEREAS**, the Lessor and the Lessee desire to modify said Lease in certain respects as set forth herein.

**NOW, THEREFORE**, in consideration of the foregoing recitals, which are hereby deemed a contractual part hereof, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged and the covenants and agreements herein contained, and intended to be legally bound, Lessor and Lessee hereby covenant and agree as follows:

1. Upon adoption of this Amendment No. 1 by the parties hereto, Paragraph 1, **"DESCRIPTION OF PREMISES"** of the Lease shall be deleted in its entirety and in its place shall appear:

"The Lessor, for and in consideration of the performance of the covenants and agreements herein contained to be kept and performed by the Lessee, upon the following terms and conditions, hereby leases to the Lessee, and the Lessee hereby hires and takes of and from the Lessor that certain real property located at 18601 Soledad Canyon Road, Santa Clarita, CA 91351, in the County of Los Angeles, State of California, including the interior of the building, the patio area and the sidewalks around the building which are located within the boundaries of the real property as

legally described and shown on "Exhibit A" ("Premises.") Exhibit A is attached to this Amendment and incorporated herein by this reference.

2. Upon full execution of this Amendment No. 1 by the parties hereto, Paragraph 20 of the Lease, "PARKING SPACES" shall be amended by deleting all references to "twenty (20) parking spaces" and replacing with "thirty (30) parking spaces", as shown on the attached Exhibit "B" which is attached hereto and incorporated herein by this reference.

3. Upon full execution of this Amendment No. 1 by the parties hereto, the following language shall be added to the Lease as follows:

**"27. ADA INDEMNIFICATION:** The Lessor hereby warrants and represents, based upon appropriate and reasonable inspection of the exterior portion of the Premises (which includes the sidewalks around the building and the patio area and the parking spaces designated for Lessee's use), that said exterior portion of the Premises meets all legal requirements of the Americans with Disabilities Act (the "ADA"), and the Lessor agrees to indemnify, defend and hold harmless the Lessee, its Special Districts, elected and appointed officers, agents and employees from or against all liability, expenses (including without limitation defense costs, legal fees and response costs imposed by law) and claims for damages of any nature whatsoever which arise out of or are related to any non-compliance or alleged non-compliance with the ADA requirements for the exterior portion of the Premises, including sidewalks, the patio area and within those parking spaces designated for Lessee's use.

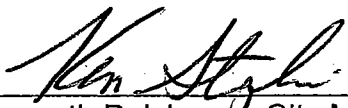
The Lessee shall be responsible for all ADA issues as they may relate to the interior portion of the Premises, or be required as a result of any changes and/or modifications to the Premises that may at any time be completed by Lessee, including but not limited to any modifications or improvements to that portion of the Premises that is being newly acquired pursuant to this Amendment No. 1."

4. **UNDEFINED TERMS:** All undefined terms when used herein shall have the same respective meanings as set forth in the Lease unless expressly provided otherwise in this Amendment No. 1. In the event of a conflict between the terms and conditions of this Amendment No. 1 and the terms and conditions of the Lease, the terms and conditions of this Amendment No. 1 shall prevail. All other terms and conditions of the subject Lease are hereby reaffirmed.


----- Signatures on next page -----

IN WITNESS WHEREOF, the Lessor has executed this Amendment No. 1 or caused it to be duly executed on its behalf, and the County of Los Angeles, by order of its Board of Supervisors, has caused this Amendment No. 1 to be executed on its behalf by the Chairman of said Board and attested by the Clerk thereof the day, month, and year first written above.

LESSOR  
City of Santa Clarita

By:   
Kenneth Pulskamp, City Manager

ATTEST

By:   
Sharon Dawson, MMC, City Clerk  
7/30/09

APPROVED AS TO FORM:

By:   
Carl Newton, City Attorney

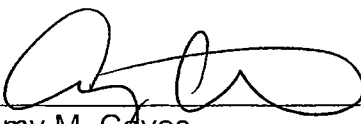
LESSEE  
County of Los Angeles

By: \_\_\_\_\_  
Don Knabe, Chairman

ATTEST:  
Sachi A. Hamai  
Executive Officer-Clerk  
of the Board of Supervisors

By: \_\_\_\_\_  
Deputy

APPROVED AS TO FORM  
ROBERT E. KALUNIAN  
Acting County Counsel

By:   
Amy M. Caves  
Senior Deputy County Counsel

## EXHIBIT A

### LEASED PREMISES

That certain 31,068.01 sq. ft of property and 17,000 sq. ft building which is located on a portion of the northwest quarter of section 21, township 4 north, range 15 west, S.B.B.SM, also known as Assessor's Parcel Number 2803-039-915, and is located at 18601 Soledad Canyon Road, Santa Clarita, California.

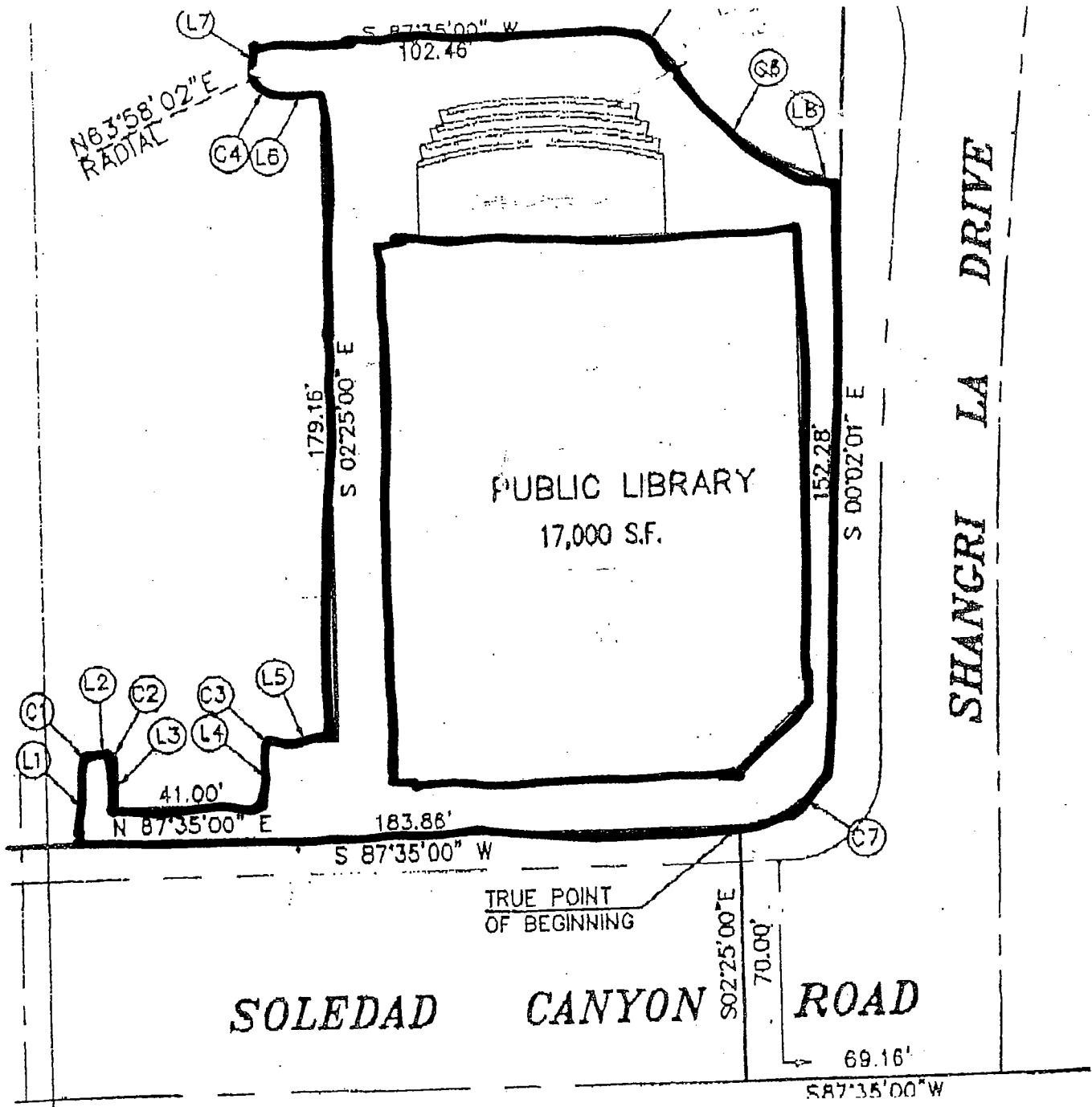


EXHIBIT B

LIBRARY PARKING SPACES

